



Westminster is a thriving community centrally located in the heart of Orange County. The city is built on a foundation of financial security and a beautiful environment.

Contact us at:

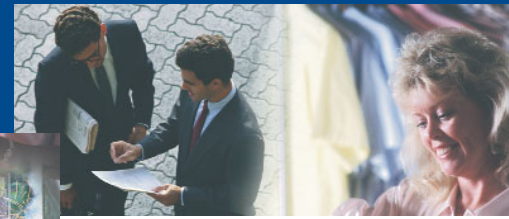
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Starting a
Business
in Westminster

Starting a Business in Westminster



- Contact the planning department to see if your proposed business use is allowed in your desired area, and there is space for adequate parking
- **At the point there are three options:**
 - 1 If allowed, a planner will begin processing your plans over the counter if no changes, business license granted.
 - 2 If not allowed, you do not proceed further.
 - 3 If conditionally allowed, you will then need a conditional use permit (CUP), which is a 3 month process.

After CUP process is complete

CUP process;

- 1 Submit all plans, public hearing packet, fees, all applications with proper signatures.
- 2 If environmental document necessary, staff will send out RFP for environmental docs.
- 3 Applicant needs to pay for environmental/completeness check. Staff has 30 days to decide if complete/incomplete. Environmental Process started, staff will prepare staff reports/resolution 2-3 months if no environmental, 4-6 months if environmental needed.
- 4 Planning Commission/Public Hearing (if zone change or general plan amendment, planning Commission recommends step 5)
- 5 If zone change (ZC) or general plan amendment (GPA), City Council/Public Hearing required.
- 6 Plan check-plans and landscape plans are submitted to planning/building and engineering/fire. Must comply with all conditions and approved plans.

BUILDING DEPARTMENT Plan Check (Construction Documents)

First step at this point is the building/planning departments which is a 4-6 week process. Subsequent submittals of plan checks with revisions will take 2-3 weeks

- 7 Building permits issued.
- 8 Building/Planning/Inspections
- 9 Certified of Occupancy granted.

PROCESS FROM SUBMISSION OF PLANS TO CERTIFICATE OF OCCUPANCY MAY TAKE 9 MONTHS !!!!

- If you are going into an existing building and only replacing existing items, approval could be done over the counter.
- If you are making changes to the interior, you need to go through the building department. This process could take two (2) months depending on your timely submittals.
- If you are only making tenant improvements, your plans must be approved by both building/planning departments, this process is similar to and may take months.

PLAN CHECK

- If the plan check is done administratively, it could take 2 months to complete the process.
- If more than 30% of the facade is a changed it goes to the Planning Commission and may take 2-3 months.